

State of Hawaii  
Department of Human Services  
Office of Youth Services

**Addendum 1**

**January 29, 2009**

**To**

**Request for Proposals**

**RFP#HMS-503-09-01**

**Auxiliary Nursing Services for  
Hawaii Youth Correctional Facility**

**January 23, 2009**

January 29, 2009

**ADDENDUM NO. 1**

To

**REQUEST FOR PROPOSALS**

**RFP# HMS-503-09-01  
Auxiliary Nursing Services for  
Hawaii Youth Correctional Facility**

The Department of Human Services, Office of Youth Services is issuing this addendum to RFP# HMS-503-09-01, Auxiliary Nursing Services for Hawaii Youth Correctional Facility for the purposes of:

- ☒ Responding to questions that arose at the orientation meeting of January 23, 2009 and written questions subsequently submitted in accordance with Section 1-V, of the RFP.
- ☐ Amending the RFP.
- ☐ Final Revised Proposals

The proposal submittal deadline:

- ☐ is amended to <new date>.
- ☒ is not amended.
- ☐ for Final Revised Proposals is <date>.

Attached is (are):

- ☒ A summary of the questions raised and responses for purposes of clarification of the RFP requirements.
- ☐ Amendments to the RFP.
- ☐ Details of the request for final revised proposals.

If you have any questions, contact:  
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Responses to Question Raised by Applicants  
For RFP# HMS-503-09-01  
Auxiliary Nursing Services for Hawaii Youth Correctional Facility

The following are responses to the written questions submitted either at the RFP Orientation Session conducted on January 23, 2009 or received in writing by January 26, 2009, as specified in Section 1 of the RFP.

Q1. What was the usage from HYCF in “staffing hours” for RNs in 2008? Can you give a breakdown for LTC (Long Term Hire 3-6 months) and the Temporary Hire (day to day)? What is the anticipated usage under the awarded contract for each of the categories: long term hire and temporary hire?

**Ans: In 2008 Auxiliary Nursing Services the two categories totaled 15,678 hours for a 24/7 operation at the Hawaii Youth Correctional Facility to augment two full-time state nurses. Currently two new full-time RPN III positions are in the pre-employment hiring process. One RPN III vacancy is currently in recruitment. When the hiring is completed, the full-time State of Hawaii nursing staffing will total four RPN IIIs and one RPN V. The Auxiliary Nursing Services contract is anticipated to decrease substantially with the hiring of new full-time state nurses.**

Q2. What were some of the challenges in 2008 with staffing by current provider(s)?

**Ans: Some of the challenges reported by the current provider were a limited pool of nurses with previous youth correctional facility experience; working with violent and aggressive youth; and nurses working with youth with multiple psychological and anger issues.**

Q3. Will there be more than one provider for the new contract?

**Ans: Yes. A maximum of three applicants will be awarded contracts for RPN IIIs. Refer to Section 2-III on page 2-2 of the RFP.**

Q4. Will someone from our agency be able to do an on-site orientation prior to the start of the contract?

**Ans: Yes. Applicants shall attend on-site orientations. Refer to Section 2-IV-B-1b on page 2-4 of the RFP.**

Q5. Can I have a copy of the current contract that was awarded to the (current) provider?

**Ans: Yes. Copies of the current contract will be sent to applicants upon receipt of a written request to the Executive Director of the Office of Youth Services. Please refer to Section 1-III on page 1-4 of the RFP for the address.**

Q6. Will the provider have access to projected nursing needs ahead of time? If yes, how much in advance?

**Ans: Yes. Providers will have projected nursing needs a couple of weeks ahead whenever possible.**

Q7. What are the shifts? 8-hours, 10-hours, 12-hours per day, etc.

**Ans: The nurses normally work 8-hours shifts. Four-hour split shifts are utilized as needed. Refer to Section 2-IV-A-5 on page 2-3 of the RFP.**

Q8. Does the facility prefer nurses who have adolescence and behavioral health experience?

**Ans: Yes. Nurses who have adolescence and behavioral health experience are preferred, however, it is not a criterion for hiring.**

Q9. Do we need to have an office located in the State of Hawaii operational before submission of a proposal or operational before the anticipated contract start date of 5/1/09?

**Ans: A local office should be operational by May 1, 2009.**

Q10. Who are the current contractor(s) that are providing Auxiliary Nursing Services to Hawaii Youth Correctional Facility?

**Ans: The current service provider is ALTRES Staffing, Inc. dba ALTRES Nursing.**

11. What are the current contractor(s) hourly rates for each of the categories: long term hire and temporary hire?

**Ans: The current contract rate being paid for RPN III is approximately \$51.56 per hour for temporary hire and \$48.50 per hour for long term hire.**